

Town of Egremont  
Human Resources Committee  
Meeting Minutes  
Wednesday, May 24, 2021

Present on zoom: Chair George McGurn; member Laura Allen  
Also present: Cara Becker, Personnel Director

Chair McGurn opened the meeting at 5:13 PM

- The minutes of May 5, 2021 were adopted by unanimous voice vote.
- Chair McGurn stated that job descriptions need to be updated and wages adjusted based on hours worked.
- Laura Allen: spoke about the 2 extra days that are in the next fiscal year and the need to include them in wage determination. She also stated that the hours that the employees actually work, and if they take a lunch break, must be determined. It was agreed that Cara would compile this information.
- Chair McGurn suggested that Cara talk to Sue Funk and Paul Lisi about the payroll process and suggested that she get in the loop regarding timesheets.
- Personnel Director, Cara Becker spoke about the need to review/revise policies and procedures and asked what the best way to go about this would be. Chair McGurn agreed that this is an important exercise and suggested that Cara bring any suggested changes to future HRC meetings for discussion.

The meeting concluded at 5:55 PM. A next meeting date was not set.

Respectfully submitted,  
Cara Becker, Personnel Director

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